



COUNTY PROPERTY PERMITS APPLICATION FOR SPECIAL EVENTS/GROUP GATHERINGS

This application must be submitted a minimum of 20 working days prior to the event.

Permittee _____
Address _____
City _____ State _____ Zip _____
Contact Person _____ Phone (____) _____ Fax (____) _____
Facility Name (i.e., Irvine Regional Park) _____ Park Reservation No.: _____
Specific Location (i.e., area/site #, etc.) _____ Number of People Expected at Event/Party _____
Type of Event: (i.e., company picnic, birthday party, dog show, hobby show, etc.) _____
Date(s) _____ Arrival Time: _____ Departure Time: _____

If application is being submitted by the vendor of the equipment, please furnish name, phone number, and contact person of the customer/group you are furnishing equipment to: _____

PLEASE CHECK ALL THAT APPLY AND LIST ALL VENDORS YOU HAVE HIRED:

	VENDOR NAME	VENDOR PHONE	CONTACT PERSON
<input type="checkbox"/> Moon Bounce	_____	_____	_____
<input type="checkbox"/> Clown <input type="checkbox"/> Costumed Characters	_____	_____	_____
<input type="checkbox"/> Caterer	_____	_____	_____
<input type="checkbox"/> Merry-Go-Round	_____	_____	_____
<input type="checkbox"/> Dunk Tank (only self-contained royal flush dunk tanks are allowed)	_____	_____	_____
<input type="checkbox"/> Pony Rides (allowed only in parks with equestrian trails and must be preapproved by Park personnel)	_____	_____	_____
<input type="checkbox"/> Snow Cone <input type="checkbox"/> Cotton Candy	_____	_____	_____
<input type="checkbox"/> Popcorn Machine	_____	_____	_____
<input type="checkbox"/> Disk Jockey <input type="checkbox"/> Public Address System	_____	_____	_____
<input type="checkbox"/> Tents <input type="checkbox"/> Canopies (under 200 sq. ft.)	_____	_____	_____
<input type="checkbox"/> Other (please list other activities not shown) _____	_____	_____	_____

Please make your choices carefully! List all companies, clowns/characters, caterers or equipment you have hired for your event. **All HIRED entities entering the park must have valid liability insurance on file with County Property Permits which complies with the requirements of County's Risk Management Office.** A list of such vendors is available, upon request.

1. Filing Fee of \$56.00 for each separate date or event. This fee is nonrefundable; however, it will be applied to balance of fees required by Resolution 94-300. Make check payable to COUNTY OF ORANGE. This fee must accompany the application as the Board of Supervisors will not allow processing a permit for which we have not received fees. Changes to this permit, after issuance, will require the preparation of a permit rider at an additional fee of \$56.00.
2. Readable copy of Park Reservation, if you have obtained one.
3. Copy of previous year's permit, if applicable.

Upon receipt of the above, County Property Permits will coordinate review of your application package and advise you of additional fees, surety deposit and other items required for permit issuance.

By execution of this application, I agree to abide by all Laws, Rules, and Regulations set forth in the State Vehicle Code, State Assembly Bill 3992, and the Permit and Special Provisions for which I hereby apply.

Signature of Applicant: _____ Date: _____
(Permit cannot be processed without legible signature) Phone: (____) _____

MAIL TO:
County Property Permits
P.O. Box 4048
Santa Ana, CA 92702-4048

-OR-

DELIVER TO:
County Property Permits
300 North Flower Street
Room 122, Station No. 6
Santa Ana, CA 92703-5001
Office Hours: 8:00 a.m. – 3:30 p.m., Monday-Friday

Attention: Frank Hagerman, Phone: (714) 834-5238; Fax: (714) 835-7425
[7]Rev. 8/30/99